



## CITY OF LAS VEGAS DEPARTMENT OF PLANNING

<b>BUSINESS LICENSING</b>	Scope: <b>Business Licensing</b>
Subject: <b>Guidelines for Medical Marijuana Accounting Procedures</b>	Effective: <b>May 29, 2014</b>

**Task Objective:** To set forth guidelines for the Medical Marijuana Industry regarding accounting procedures

**Responsible Parties:** Medical Marijuana Facilities

**Reference:** Title 6

**Background:** LVMC 6.95.060 requires Medical Marijuana Establishments to submit an accounting plan as part of their permit process. The procedures defined below outlines acceptable procedures.

**Note:** Medical Marijuana Facilities must maintain an inventory control system in accordance with NAC 453A.

### **Auditing/Accounting Procedures for Dispensaries:**

#### ***Point of Sale System (POS)***

1. A computerized POS system must be utilized to record and track all sales.
2. The POS system must be operational prior to the opening of the business.
3. All sales must be transacted through the POS system, except as allowed under the manual procedures outlined below.
4. Surveillance cameras must be directly positioned over the cash register and provide clear view over the:
  - A. Area where the tender type (cash, debit card, credit card or checks) is exchanged between the buyer and seller; and
  - B. The register, computer keys and scanner utilized to enter the sales information.
5. A two- part computerized receipt must be generated from the POS system detailing the following information:
  - A. The date and time of the transaction.

- B. Each item sold must be listed individually, with amount due and a corresponding identifying description or numbers so the type of product sold can be individually identified.
  - C. The name or other identifier of the cashier.
  - D. Separate line items must be maintained for the subtotal, taxes and all additional fees.
  - E. A grand total line.
  - F. Sequential numbered receipt.
  - G. Name and address of the business.
  - H. Tender type.
- 6. The patient's name must NOT be shown on receipt.
  - 7. One copy of the receipt is given to the patron and the other is kept as back up documentation with the daily cashier paper work.
  - 8. All voided transactions must be documented in the POS system.
  - 9. Voided receipts must contain the following:
    - A. "Void" written on the receipt.
      - a. The reason for the void is documented on the receipt or other document (e.g., a log) sufficiently identifying the receipt.
      - b. Date and time of void on the receipt or other documentation.
      - c. Voids must be approved by a supervisor and evidenced by either the supervisor's signature on the receipt or POS system controls prevent anyone but the supervisor from performing the void in the computer system.

### ***Manual Cashiering System-***

- 1. A business may operate for up to one calendar week on a manual cashier system if the computerized system becomes inoperable unless a waiver is granted by the Director or their designee.
- 2. The start and end date and time of any periods when a manual system is utilized due to inoperability of the POS system must be logged and maintained.
- 3. The manual cashiering system must include the following:
  - A. Preprinted, 2-part, sequentially numbered cashier receipts; and
  - B. The same information as required on the computerized POS cashier receipts.
- 4. The inventory system must be updated within twenty four (24) hours of products sold. If the POS system is connected to the inventory system and the inventory system is down, the inventory system must be updated within 24 hours of the inventory system coming back on-line. A business may operate for up to one calendar week if the computerized inventory system becomes inoperable unless a waiver is granted from the Director or their designee.

### ***Accounting Procedures***

- 1. An individual independent of the cashiering function performs the accounting procedures.

2. Daily perform the following procedures:
  - A. Examine all cashiering paperwork:
    1. Verifying all receipts are accounted for;
    2. Examine all voids for authorization and “void” designation;
    3. Verify propriety of unusual transactions.
  - B. Document each individual cashier’s sales totals on a daily sales recap report. Detailing the tender types in total (cash, check, debit card, credit card, etc.).
  - C. Document each day’s sales on a monthly sales recap report that indicates:
    1. The amount of sales for each day;
    2. Date of sales.
3. For any Manual Transactions the following daily procedures must be performed:
  - A. A revenue journal must be maintained in either a manual or computerized spreadsheet form to track each day’s individual sales.
  - B. All receipts at the end of the day must be footed and traced to the daily total on the revenue journal.
  - C. Each day’s daily totals must be tracked on a revenue journal for the period the system is down if the computer system is down for more than one day.
4. The following Monthly procedures must be performed:
  - A. Review system exception reports for all computerized POS and inventory systems at least monthly for propriety of transactions and unusual occurrences. All noted improper transactions or unusual occurrences are investigated with the results documented.

Note: an exception report is defined as a report produced by the computerized system identifying unusual occurrences, changes to system configuration parameters, alteration to initially recorded data, voids, password changes, power outages, inventory adjustments, etc.
  - B. Perform and document a physical count of the inventory and trace to computerized inventory records.
  - C. Inventory count must be completed by a minimum of two (2) employees with the date, time and signatures of employees documented.
5. Document all exceptions and discrepancies found in steps 2 through 4.